

No. A-12024/3/2024-ESTT.
Government of India / भारत सरकार
Ministry of Mines / खान मंत्रालय

GPOA-3, Netaji Nagar, New Delhi-110023
Dated the 05th August, 2026

CIRCULAR

Ministry of Mines requires the services of Jr. Legal Assistant on contract basis initially for a period of one year extendable on a yearly basis for up to 3 years, subject to appraisal of the performance and on need basis. Summary of Jr. Legal Assistant's position, Terms of Reference and remuneration for the positions are as under:

S. No.	Name of Position	No. of Position	Consolidated remuneration (Rs. per month)	Terms of Reference
1.	Jr. Legal Assistant	05	65,000/-	As per Annexure-1

2. Applications from eligible candidates, in the prescribed format as per Annexure-II along with relevant documents, should reach the Under Secretary (Establishment), Ministry of Mines, Room No. 4419, GPOA-3, Netaji Nagar, New Delhi and also be emailed to rakesh.thapliyal83@nic.in and saurabh.kumar10@gov.in on or before **25th Sept, 2026**.
3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.
4. The Ministry of Mines reserves the right to reject any application without assigning any reason.


(Rakesh Thapliyal)

Under Secretary to the Govt. of India
Email: rakesh.thapliyal83@nic.in
Tel No.:011-26773624

To,

1. All Ministries/Departments of Government of India.
2. Through CPP Portal: Copy forwarded along with soft copy for publishing the circular in the Ministry's website to NIC, Ministry of Mines.
3. E-Office Portal of the Ministry.
4. Department of Personnel and Training, Under Secretary (Coord.), Kartavya Bhawan-03, New Delhi with a request to publish this circular (along with ToR) on DoPT's website for wider circulation.

Annexure I

Terms of Reference for engaging Jr. Legal Assistant

1	Name of the Post	Jr. Legal Assistant
2	Number of Post	05
3.	Eligible Criteria & Qualification	i. The Candidate should possess the Bachelor's in Law from a recognized University and/or Institute in India duly recognized by the Bar Council of India. ii. He/she should be qualified to be registered as an advocate in the Bar Council of India in terms of Advocate's Act, 1961. iii. He/she should possess minimum post-qualification experience of 5-7 years' having worked with Govt. Departments/PSUs and/or High Courts / Supreme Court of India. iv. He/she must have an experience in Court of Law or expert in legal matters with sufficient experience working in government Department having handled Court matters. v. He/she having experience in dealing with matters related to Mining would be preferred. vi. He/she should have excellent written and oral communication and interpersonal skills. Knowledge of Computer applications such as MS Word, MS Excel, Power point etc. are essential.
4.	Age Limit	Not more than 40 years as on the closing date of the Advertisement / Notice.
5.	Remuneration	A monthly-consolidated remuneration of Rs.65,000/-(fixed) will be paid.
6.	Engagement	i) The engagement will be purely on contractual basis and will not confer any right/claim for regularization of his/her appointment in the Ministry/ Organization. ii) In case a person leaves before completion of six months, he/she will not get any experience certificate. iii) There shall be no change in the terms and conditions of the contract once it is finalized. iv) The contract would be initially for a period of one year and may be further extended on year to year basis for a maximum tenure of 03 years, subject to appraisal of the performance and on need basis.
7.	Leave	i. He/She shall be entitled to avail 8 days of leave in a calendar year, therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year. ii. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
8.	Confidentiality	i. During the period of engagement with the Ministry, He/She would be subject to the provisions of the Indian Official Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of